

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES  
MARCH 23, 2015

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Hicks, Shay, Henke, Campbell, Dumas, Fedler, Shaw

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Lindsay, Gang, Haff, Armstrong, Idleman, LaPointe, O'Brien

Sandy Huffer, Deputy Clerk

Al Nolette, Treasurer

Karen Pratt, IT Director

Roger Wickes, County Attorney

Kevin Hayes, Administrator

Laura Chadwick, RPTS Director

Leslie Allen, Jeff Curtis, BOE Comm.

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes - February 23, 2015
3. Department Reports/Requests
  - A. Buildings & Grounds
    - 1) Monthly Report
    - 2) Pump Replacement
  - B. Board of Elections
    - 1) Shoebox Grant Letter
    - 2) Village Elections
  - C. Information Technology – Web Policy
  - D. Real Property
    - 1) Tax Sale Auction – June 13, 2015
    - 2) Argyle Former PVI Lands
- 4) Other Business
- 5) Adjournment

Chairman Hicks called the meeting to order at 10:02 A.M.

A motion to accept the minutes of the February 23, 2015 meeting, was moved by Mr. Shay, seconded by Mrs. Fedler and adopted.

Harrison Steves, Buildings & Grounds Superintendent addressed the following with the committee:

- Monthly Updates, handout on file:
  - Law Center Generator – The radiator is here. It came in as one complete unit and the vendor wants to come check it over, do preliminary work and swap it out in one day. If it can be done in one day, Harrison feels we won't need to rent a backup which will save a lot of money.
  - Ordered lights for parking lot. He is working with National Grid on an incentive that would pay us anywhere from \$75 to \$300 a light for putting in LED lights.
  - Complex cooling and heating pumps for the complex – Got a price to replace all six - \$61,760. No money in budget. Can come out of the capital project. A motion to replace all six pumps, was moved by Mr. Shay, seconded by Mrs. Dumas. Discussion. Another option is a change order to the successful bidder on HVAC. The Committee feels it should go out to bid. There could be value for the old pumps to the right person. Harrison will put them for sale on the internet before junking. A motion to replace all six pumps, was moved by Mr. Shay, seconded by Mrs. Dumas and adopted.
  - Room for State Reps – "A" Building, second floor, the former Public Defender office. Kevin stated we can hook up phones to be shared. Due to the proximity to Board of Elections, during election time, signs would have to be covered. Mark Luciano of Assemblywoman Woerner's office addressed the committee. He stated that a shared phone would be fine and that they would probably mostly use their cell phones. Would

like a conference table to meet with constituents and groups or organizations. Would also need either a computer or wi-fi access. Karen Pratt indicated it can be done. Senator Little and Assemblyman Stec would also like a place to meet with constituents. Harrison stated we can accommodate a conference table and a couple desks and chairs. They would only have access during regular business hours. Harrison stated this can be done by the first of the month.

- Kevin stated regarding the capital project, there is about \$650,000 left in the budget which some is planned for the parking lot. This money came from PV proceeds and some will have to come back to pay for PV debt service. He will provide a report at the Finance Committee meeting.

Leslie Allen, BOE Commissioner addressed the following with the committee:

- Shoebox Grant Letter (on file) – Board of Elections purchased more memory cards and a spare scanner to support voting machines and the voting process and are applying for reimbursement from the shoebox grant for these items. The total cost was \$7,395.50 which leaves \$847.67 remaining in shoebox funds.
- Village Elections - They were asked to provide estimated costs for Village Elections. The attached handout shows Election by Village Clerk, Election by Village Clerk with County voting machine and Election by Washington County BOE.

Karen Pratt, IT Director addressed the following with the committee:

- Web Policy – Distributed Washington County Website Use and Content Management Policy. The only changes are input from last meeting, wording added regarding copyright and trademark material and the appendixes were fixed. Chairman Hicks asked if there was anything Karen or Chris wanted to highlight or questions from the committee. The only reference to the Supervisors is the policy grants the Chairman of the Board to authorize posting something in an emergency. The question of external posting was brought up. Roger Wickes feels external posting is a bad idea. Approvers and owners have the ability to publish to the site. Roger asked Karen if there is a way mechanically to block external posting. This is web based software so anywhere you can get on a browser, you can get to the portal and log in. The number of people who have the ability to publish is around 26. There are four positions that have authority to take down any post, IT Director, County Administrator, County Attorney, and Chairman of the Board. The committee is comfortable without adding extra wording. This will have to go to the full Board. The resolution will be written adopting the policy and delegating authority to the Government Operations Committee to amend it. A motion to forward approval of the website use and content management policy to the full Board for approval, was moved by Mr. Campbell, seconded by Mr. Shay and adopted. Karen thanked Chris for all his work on the policy.
- Guest Access – They are working on it. Karen hopes to be able to provide Supervisors with a password for wireless access in this building by the end of the month. This is not guest access for the public.
- State Reps Internet access – They will offer some type of internet access. It will be whatever technology they can do right now and may change later.
- Firewall Replacement – For redundancy purposes, with respect to internet access, Karen wants to bring in a second provider, in case one goes down. The firewall has been built and configured and it's time to bring in the second provider. The current cost is \$999 per month.

The price quoted for a second provider is \$851 per month. There is no cap from either provider on the data. They are weighing all the costs to decide what product to get.

Laura Chadwick, Real Property Director addressed the following with the committee:

- Tax Sale Auction, June 13, 2015 – Distributed list of parcels with potential liability issues for review.
  - Argyle Parcel ID# 165.-1-33.4; DEC ordered cleanup, oil spill – junkyard. This parcel has been on the list before and they always come in and pay. The committee's consensus is to keep on the list for auction.
  - Cambridge Parcel ID# 255.19-2-12; This is the former Ackley building which has been demolished. The Village has a lien on the property for \$500,000 and will be notified. If the county sold it at auction, that lien goes away. Roger stated we could take title and give it to the Village. The amount of tax due is \$11,951. The consensus is to leave it on the list for now. It can be removed at a later date.
  - Easton Parcel ID# 237.10-1-5; The roof on the house is collapsing. Laura recommends leaving on the list and asked if this is a property they would want to consider using reserve funds for. Roger Wickes stated we can't do any work on a property unless we take title. Ms. Idleman stated the old Eddy Plow mill is adjacent to this property and has been for sale for a long time but hasn't sold because there is no parking. She feels the home should be demolished and turned into a parking lot. The consensus is to leave it on the list.
  - Fort Edward Parcel ID# 163.18-1-8; This is a contaminated site and the consensus is to remove it from the list.
  - Granville Parcel ID# 97.14-1-40; This building has code issues. The owners walked away. The consensus is to leave on the list.
  - Greenwich Parcel ID# 228.-1-1 & 228.-1-2; This is the former S & T mill and is contaminated. In 2012, the Board put these parcels back on the tax roll in hopes the owner would pay but they haven't. About \$72,000 is owed. Laura recommends removal from the list and tax roll and write off the taxes (1138). The committee concurred.
  - Whitehall Parcel ID# 51.17-6-2.1; Auto body shop. No known contamination. The consensus is leave on the list.
  - Whitehall Parcel ID# 51.17-4-26; Has some code violations. The consensus is to leave on the list.
  - Whitehall Parcel ID# 60.5-3-9; Has some code violations. The consensus is to leave on the list.
  - Whitehall Parcel ID# 60.5-4-5; Poor condition and past code issues. The consensus is to leave on the list.
  - There is a road that was put on the tax roll in 2012 in Fort Ann that Laura recommends removing from the roll and writing off taxes (1138). The committee concurred. There is a similar parcel in the Town of Jackson that she is waiting to hear from Mr. Brown about.
- Argyle Former PVI Lands – The committee confirmed these will be auctioned the same way the Hartford property was and directed Laura to contact the auctioneer to get the process started. If a possible county use is discovered such as a highway barn, we reserve the right to not sell the lands.
- Laura was contacted by Otsego County to create impact notices for the Town of Otsego. This will generate \$1,600 additional revenue. There is about a week of work involved but no

printing.

**OTHER BUSINESS:**

Broadband – Chairman Hicks asked Assemblyman Stec to attend April's Board Meeting. There is an area in Granville, should the \$500M in rural broadband money get through state budget, that is basically shovel ready. Assemblyman Stec is a co-sponsor on a bill called the Rural Broadband Deployment Act of 2015 which creates a refundable tax credit for broadband deployment to residences and small businesses located in rural, unserved areas. Chairman Lindsay approved Assemblyman Stec being on the agenda for the April meeting.

Mr. Shaw stated he is bothered by the fact that someone has been using the county owned 7.3 acre field near PV but doesn't pay for the use. He feels a letter should be sent to them stating they pay for using the land or stay off it. Mr. Henke stated he hasn't seen any activity on the land this year. A motion to send a letter stating it is county property and a value has been established at \$62.50 an acre and if you want to use the land this year, you must pay or stay off the land, moved by Mr. Shaw, seconded by Mr. Henke. Mr. Haff suggested putting up no trespassing signs. A motion to send a letter stating it is county property and a value has been established at \$62.50 an acre and if you want to use the land this year, you must pay or stay off the land, moved by Mr. Shaw, seconded by Mr. Henke and adopted.

On motion by Mrs. Fedler, seconded by Mrs. Dumas, the meeting adjourned at 12:08 pm.

*Respectfully submitted,  
Sandy Huffer, Deputy Clerk  
Washington County Board of Supervisors*

## VILLAGE ELECTIONS

**Election by Village Clerk:**

Petitions filed with Village Clerk		
Send Absentee Ballots	(\$?)	
Legal Notice – Granville Sentinel (2)	\$45.00	
Inspectors 4@ \$10.00 per hour, 10 hours	<u>\$400.00</u>	
Paper	(\$?)	Total \$445.00
Poll Book and voter list supplied by County BOE if requested	- NC	
Clerk certifies election		

### Election by Village Clerk with County Voting Machines:

Petitions filed with Village Clerk	
Sends Absentee Ballots	(\$?)
Legal Notice 2 – Granville Sentinel	\$45.00
Inspectors <u>4@ \$10.00</u> per hour, 10 hours	\$400.00
Transportation of Voting Machines @ \$60.00 per hours (3 hrs)	\$180.00
Ballot Books @ \$5.00 per Ballot Book (of 50) (200 ballots)	<u>\$20.00</u>
Poll Book and voter list supplied by County BOE if requested	- NC
Clerk certifies election	Total \$645.00

Use of Voting Machine Agreement must be signed detailing the BOE's and Village's dates and responsibilities. (Example: must use BOE's trained Inspectors)

**Election by Washington County BOE:**

Petitions are filed in the Washington County BOE office	
Absentee Ballots sent out (paper, envelopes, postage) absorbed by every day expenses.	
Legal Notices 2 -Granville Sentinel	\$45.00
Inspectors <u>4@</u> \$10.50 per hour, 10 hours	\$420.00 *
Transportation of Voting Machine @ \$60.00 per hour (3 hrs)	\$180.00 **
Ballot Books @ \$5.00 per Ballot Book (of 50) (200 ballots)	<u>\$20.00</u>
BOE supplies all the equipment and supplies for the election, & sets up the Poll Site.	Total \$665.00
BOE certifies the election	

\* Washington County pays Inspectors \$10.50 per hour

**\*\* If the BOE need to transport more than 3 voting machines, a rental truck is needed along with driver and assistant. Price increase**

Example: Rental truck \$125 per day	3 x \$125= \$375
And 29 cents per mile	Mileage = \$65
Fuel	= \$85
Driver & assistant @\$15 per hour	16 x \$15 = <u>\$240</u>
	Total \$765

Village Elections – 1 village – 2 Inspectors  
1 village – 3 Inspectors  
3 villages – 4 Inspector